

# GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

---

## Public User Guide

October 2018  
Department of Water Resources  
Project Services Office

*Page intentionally left blank.*

## Contents

---

I.	Introduction .....	1
II.	Getting Started.....	3
III.	GRANTS Home Screen.....	12
IV.	My Profile .....	13
V.	Forgotten Password .....	15
VI.	Organizations .....	19
A.	Searching for an Organization .....	19
B.	Creating a New Organization .....	21
C.	Adding a new Division .....	22
VII.	Organization Administrator .....	24
A.	Changing your Organization's name or Tax ID .....	24
B.	Add or Remove Public Users from your Organization .....	25
C.	Authorize Permissions for Public Users of your Organization .....	27
VIII.	Preparing Proposal Solicitation Packages .....	29
A.	Starting a Proposal .....	30
B.	Uploading Proposal Attachments .....	31
C.	Submitting Proposals.....	34
IX.	Viewing Contracts .....	35
X.	Viewing Projects.....	38
XI.	Communications and Attachments.....	40

*Page intentionally left blank.*

## I. Introduction

---

Welcome to the Grants Review and Tracking System (GRANTS) for the California Department of Water Resources. Your organization can ensure efficient contract management and project oversight by using GRANTS. GRANTS is an interface that enables the project team to work together to manage contracts terms, project tasks, expenditures, and deliverables. DWR and project partners will track:

- Bond funds, cost-share from other State, federal, local, or other contributions that sum to the total project amount.
- Milestones and project tasks.
- Expenditures vs. percentage of work complete.
- Deliverables.
- Checklists of customizable items.
- Invoice payment process.
- Task level details.

This guide provides screen-by-screen instructions for using GRANTS. If you need additional assistance, contact us at (888) 907-4267 or [GRANTSadmin@water.ca.gov](mailto:GRANTSadmin@water.ca.gov).

To use GRANTS you must create an account through the registration process ([Figure 1: Registering in GRANTS](#)).

Once you are registered you can use the system to prepare and submit proposals for an online solicitation, view contracts and projects, manage your organization's interaction with DWR, and prepare and submit invoice summaries and other activities that are related to the administration of bond funds through DWR.

Modules within GRANTS can be accessed using the **RED** tabs (the tab turns **BLUE** when you hold your mouse over it). The sub-modules are displayed as hyperlinks in the blue banner under the Module tabs. Within the sub-modules, the information presented may be further divided into workbooks which are shown as gray tabs in the main display panel.

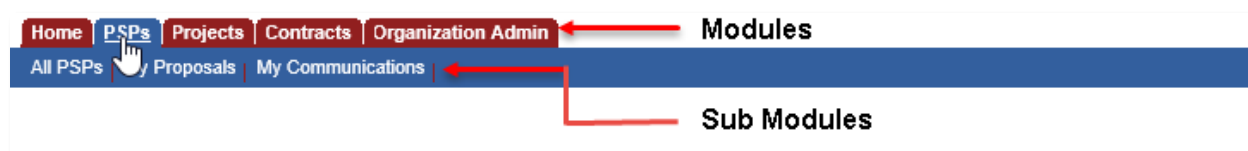
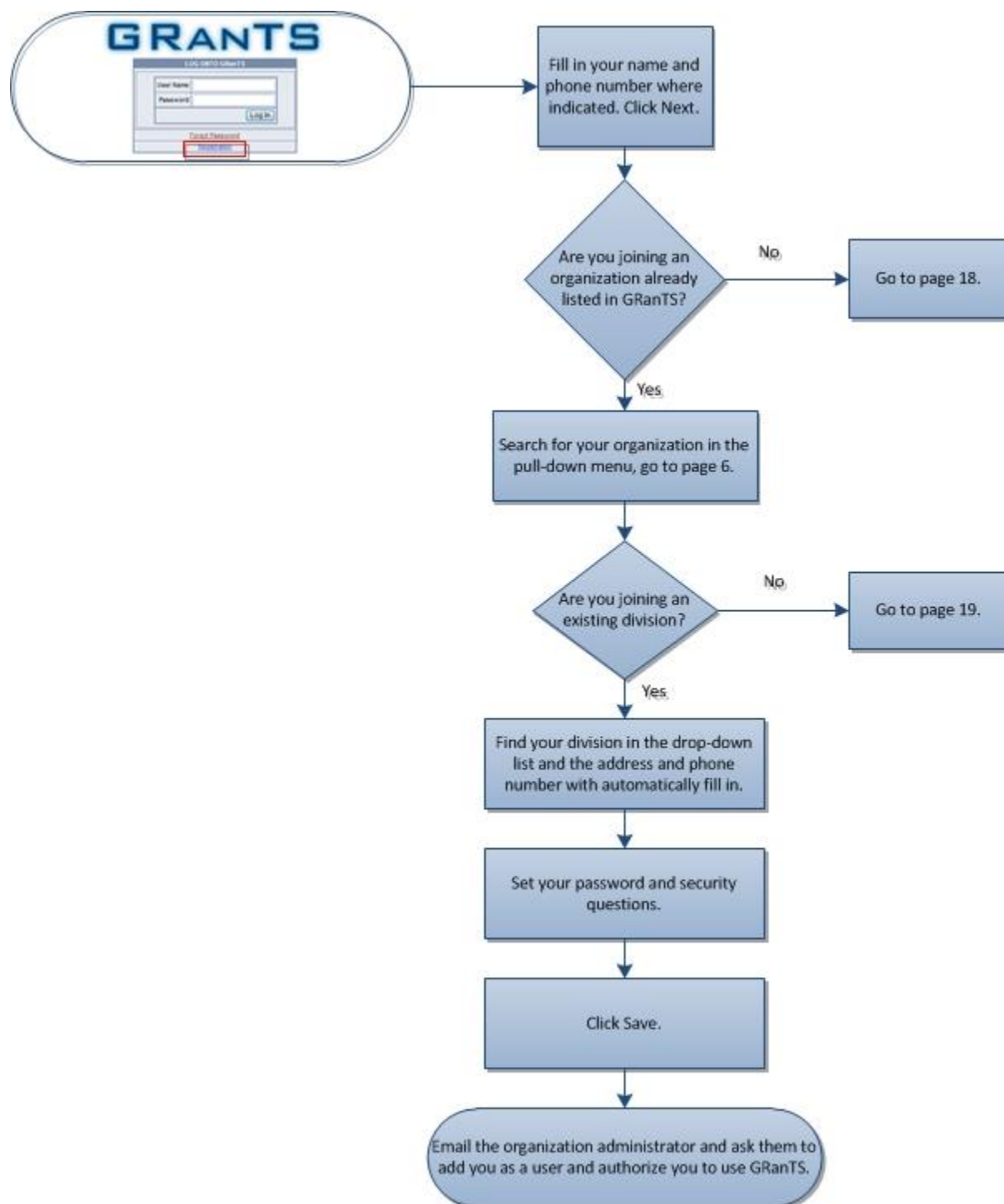


Figure 1: Registering in GRanTS



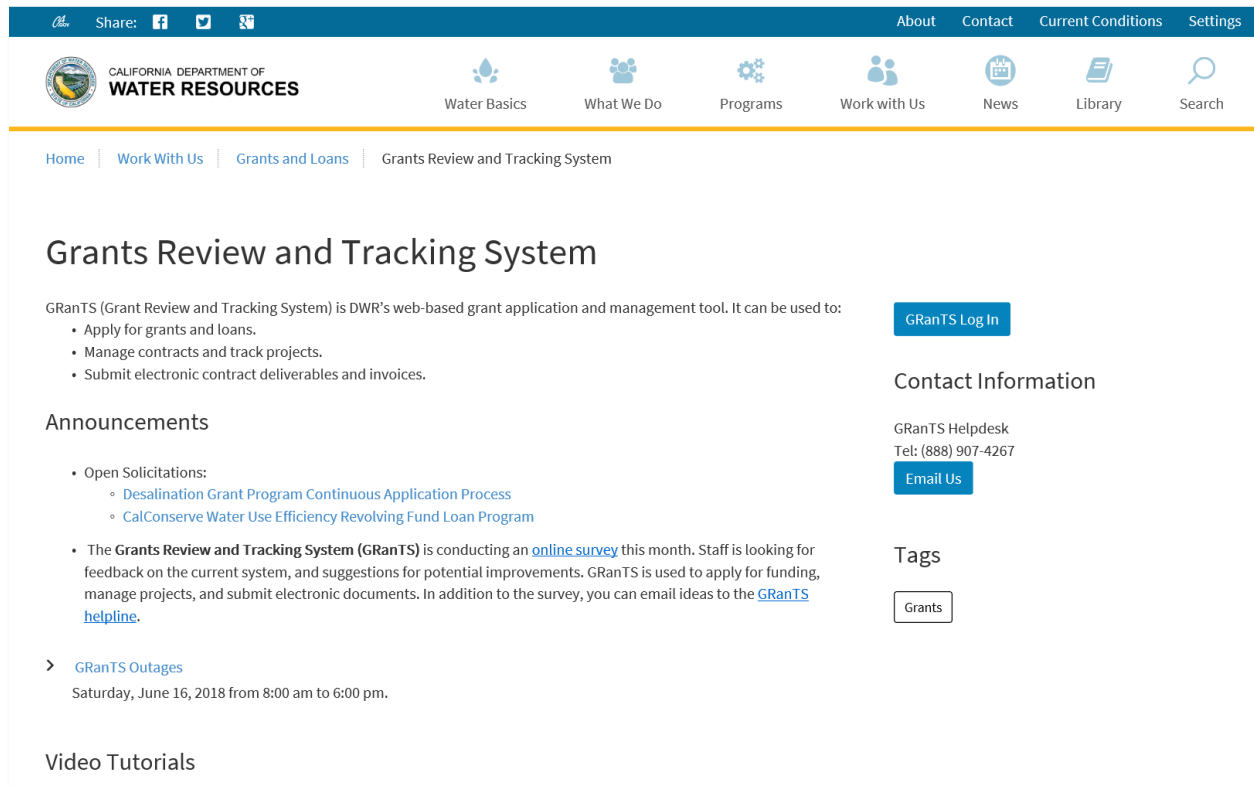
## II. Getting Started

The GRANTS Home page is located at: <http://www.water.ca.gov/grants/>.

### Browser Requirements: Internet Explorer or Google Chrome.

- GRANTS does not support Safari or Mozilla Firefox.

The following graphic shows the GRANTS home page:



The GRANTS home page has information we encourage you to read before you begin using GRANTS. Please review the Public User Guide, the [Quick Start Guide](#), [Frequently Asked Questions](#) and other training tools located at this site.

To begin, click on the **GRanTS Log In** button on the right of the page.

The screenshot shows the California Department of Water Resources website. The header includes the department logo and navigation links: Home, Work With Us, Grants and Loans, and Grants Review and Tracking System. The main content area is titled "Grants Review and Tracking System" and describes the system's purpose. A red box highlights the "GRanTS Log In" button. To the right, there is contact information for the GRanTS Helpdesk and a "Tags" section with a "Grants" tag.

**GRanTS Log In**

Contact Information

GRanTS Helpdesk  
Tel: (888) 907-4267  
[Email Us](#)

Tags

Grants

The following page will appear once the **GRanTS Log In** button is clicked:

The screenshot shows the GRanTS login page. The header includes the "CA.GOV" logo and the text "Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM". The main heading is "GRANTS" in large blue letters. Below it is a login form titled "LOG ONTO GRanTS" with fields for "Username/Email Address" and "Password", and a "Log In" button. Links for "Forgot Password" and "Registration" are also visible.

LOG ONTO GRanTS

Username/Email Address:

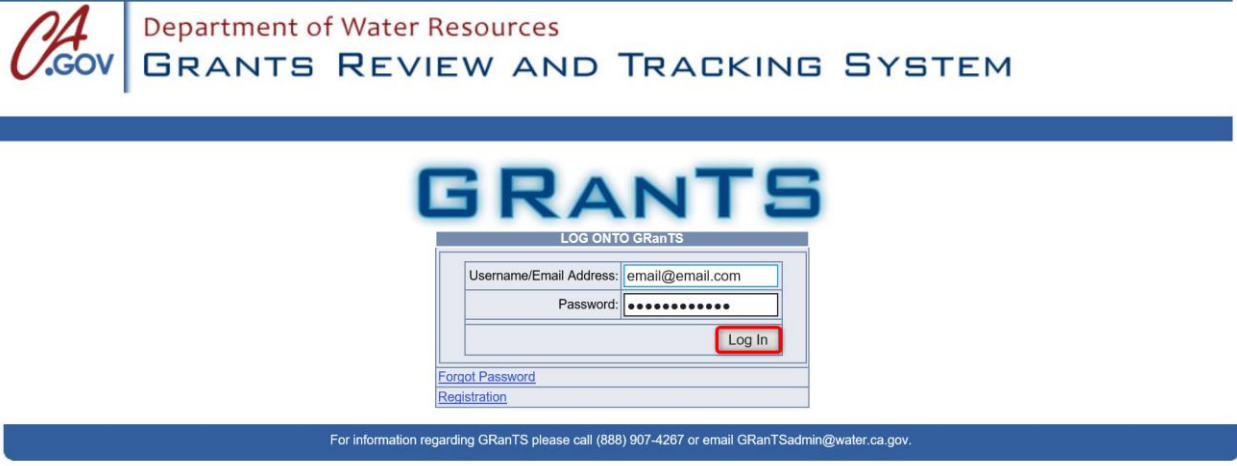
Password:

[Forgot Password](#)

[Registration](#)

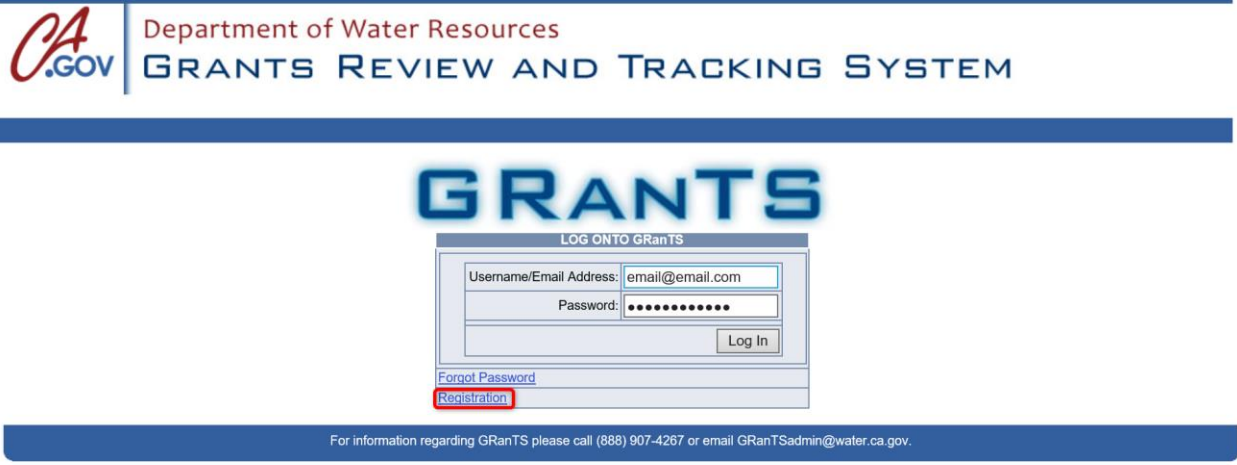
For information regarding GRanTS please call (888) 907-4267 or email [GRanTSadmin@water.ca.gov](mailto:GRanTSadmin@water.ca.gov).

If you have already created an account, enter your **User Name/Email Address** and **Password** and click on the **Log In** button to sign in to GRANTS.



The screenshot shows the GRANTS login interface. At the top, the CA.GOV logo is on the left, and the text "Department of Water Resources" and "GRANTS REVIEW AND TRACKING SYSTEM" is on the right. Below this is a large blue "GRANTS" header. The main content area is titled "LOG ONTO GRANTS" and contains a login form. The form has two input fields: "Username/Email Address" with the value "email@email.com" and "Password" with masked characters. A red box highlights the "Log In" button. Below the form are links for "Forgot Password" and "Registration". At the bottom, a footer provides contact information: "For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov."

If you have not created an account, click on the **Registration** hyperlink:



This screenshot is identical to the one above, showing the GRANTS login interface. However, in this version, a red box highlights the "Registration" link located below the "Forgot Password" link, instead of the "Log In" button.

You will then be brought to the **User Registration** page.

On this page, the following three tabs are visible:

- Contact.
- Organization.
- Account.

The screenshot shows the 'User Profile' form with the 'Organization' tab selected. The 'Contact' tab is highlighted with a red box. The form contains the following fields:

Organization:	<input type="text" value="Search for Organization..."/> * <a href="#">Add New</a>	Division/Address List:	<input type="text" value="Search for Division..."/> * <a href="#">Add New</a>
Address1:	<input type="text"/> *	Address2:	<input type="text"/>
City:	<input type="text"/> *	State:	<input type="text" value="California"/> *
Zip:	<input type="text"/> *		

At the bottom, there are 'Next' and 'Cancel' buttons.

In the **Contact** Tab, fill out your **First Name** and **Last Name** and **Phone (Office)** information then click on the **Next** button.

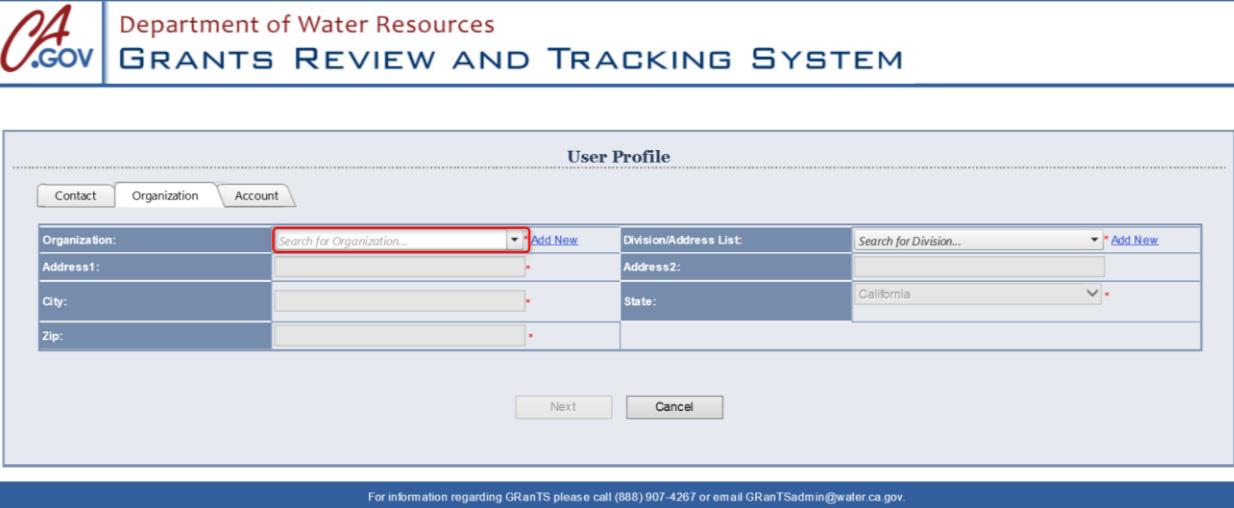
The screenshot shows the 'User Profile' form with the 'Contact' tab selected. The 'Next' button is highlighted with a red box. The form contains the following fields:

First Name:	<input type="text" value="Phil"/> *	Phone (Office):	<input type="text" value="(916) 878-6545Ext:3"/> *
Middle Name:	<input type="text"/>	Phone (Direct):	<input type="text" value="( ) - - Ext: -"/>
Last Name:	<input type="text" value="Berman"/> *	Phone (Mobile):	<input type="text" value="( ) - -"/>
		Fax:	<input type="text" value="( ) - -"/>

At the bottom, there are 'Next' and 'Cancel' buttons.

**NOTE:** The fields marked with a red asterisk (\*) are mandatory and must be completed.

Now the **Organization** tab will be displayed. For detailed information about searching, adding, or joining an organization, please refer to the [Organization Section](#) of this guide.



**Department of Water Resources**  
**GRANTS REVIEW AND TRACKING SYSTEM**

**User Profile**

Organization tab selected.

Organization: Search for Organization... Add New

Address1: Address2:

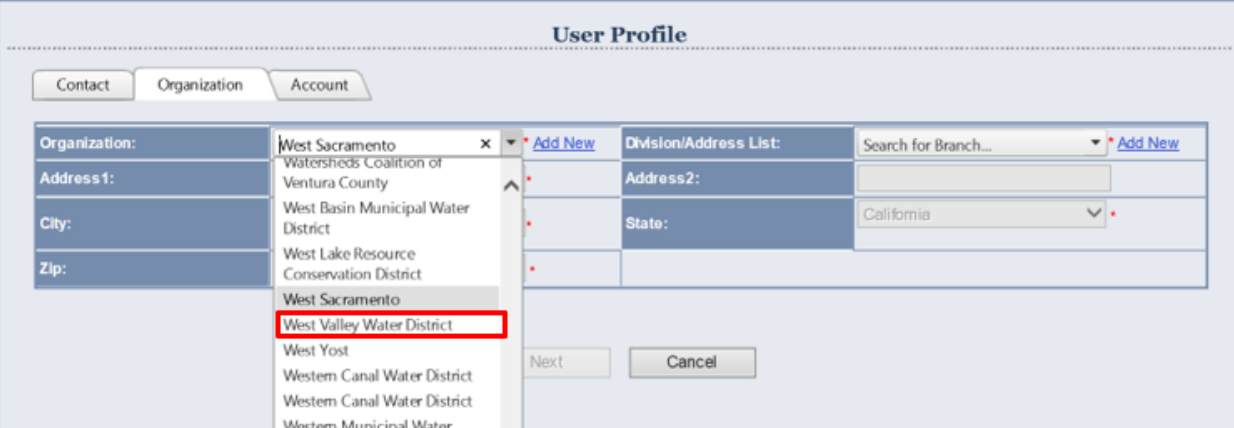
City: State: California

Zip:

Next Cancel

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

You can either start typing the name of your organization in the **Organization** dropdown menu to narrow the list to show only matching organization names, or you can scroll through the organizations without refining your search. Click on the name of your organization once you have found it.



**User Profile**

Organization tab selected.

Organization: West Sacramento x Add New

Address1: Address2:

City: State: California

Zip:

Next Cancel

West Valley Water District

Once you have chosen an organization, select a Division from the **Division/Address List** dropdown field.

**User Profile**

Organization: West Sacramento [Add New](#) Division/Address List: Search for Branch... [Add New](#)

Address1: Address2:

City: State:

Zip:

Next Cancel

Search for Branch...  
 Select Division  
 Division 1 : 383838,Sacramento  
 Division 45 : asdfasdfsdf,sdfasdfsdf  
 Sac. Desalination Program : 245 W. Palmer Street,Sacramento  
 Division 3 : 344334,Sacramento  
 Division 2 : 93234,Sacramento



If you cannot find your **Organization** or **Division**, click on the **Add New** hyperlink located next to the corresponding dropdown menu. For additional details pertaining to adding a new **Organization** or **Division**, click on one of the following links: [Click here to add a new organization](#) and [click here to add a new division](#).

Values for the **Address**, **City**, **State**, and **Zip** fields for the selected organization and division will be auto-populated by the system once a division has been selected from the dropdown menu.

**User Profile**

Organization: West Sacramento [Add New](#) Division/Address List: Division 1 : 383838,Sacramento [Add New](#)

Address1: 383838 Address2:

City: Sacramento State: California

Zip: 93939

Next Cancel

Click on the **Next** button to continue to the **Account** tab.

**User Profile**

Organization    Organization    Account

Organization:	West Sacramento	<a href="#">Add New</a>	Division/Address List:	Division 1: 383838, Sacramento	<a href="#">Add New</a>
Address 1:	383838		Address 2:		
City:	Sacramento		State:	California	
Zip:	93939				

**Next**    Cancel

In the **Account** section, you will need to do the following:

- Specify a **Username/Email** (your email address: JDoe@gmail.com).
- Specify a **Password** (must be at least 7 characters long and must contain at least three of the following four groups: lowercase alpha, uppercase alpha, numeric, and special characters).
- Confirm the **Password**.
- Select a security question from the **Security Question 1** dropdown selection.
- Provide an **Answer** to the selected Security Question 1.
- Select a security question from the **Security Question 2** dropdown selection.
- Provide an **Answer** to the selected Security Question 2.

Finally, click on the **Save** button to complete your registration.  
Check figure below for reference.

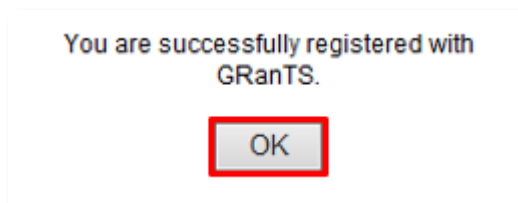
**User Profile**

Contact    Organization    Account

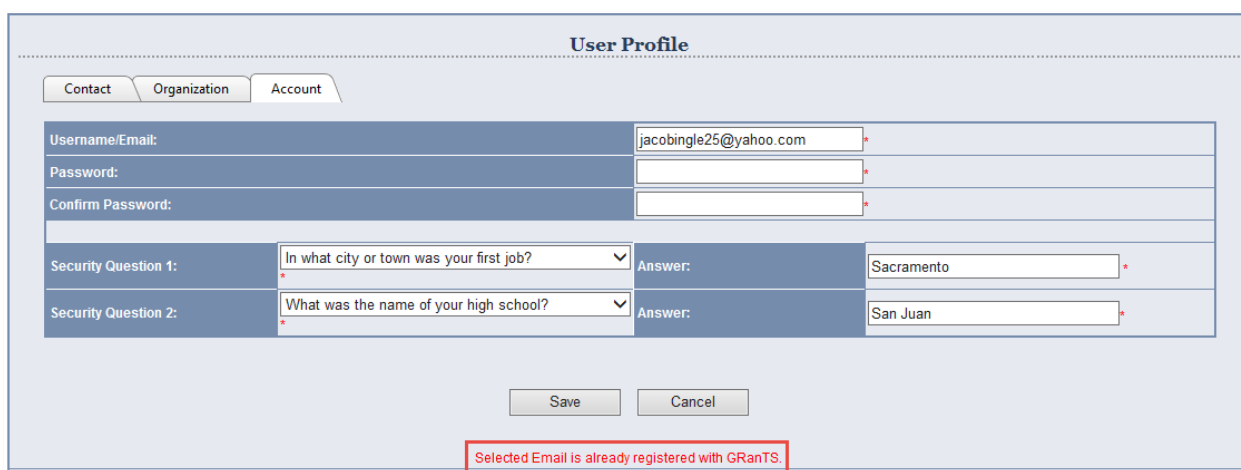
Username/Email:	philberman@yahoo.com		
Password:	••••••••••		
Confirm Password:	••••••••••		
Security Question 1:	In what city or town was your first job?	Answer:	Sacramento
Security Question 2:	What was the name of your high school?	Answer:	San Juan

**Save**    Cancel

The **User Registration Confirmation** popup window will show that: “You are successfully registered with GRANTS.” Click on the **OK** button to go to your home screen.



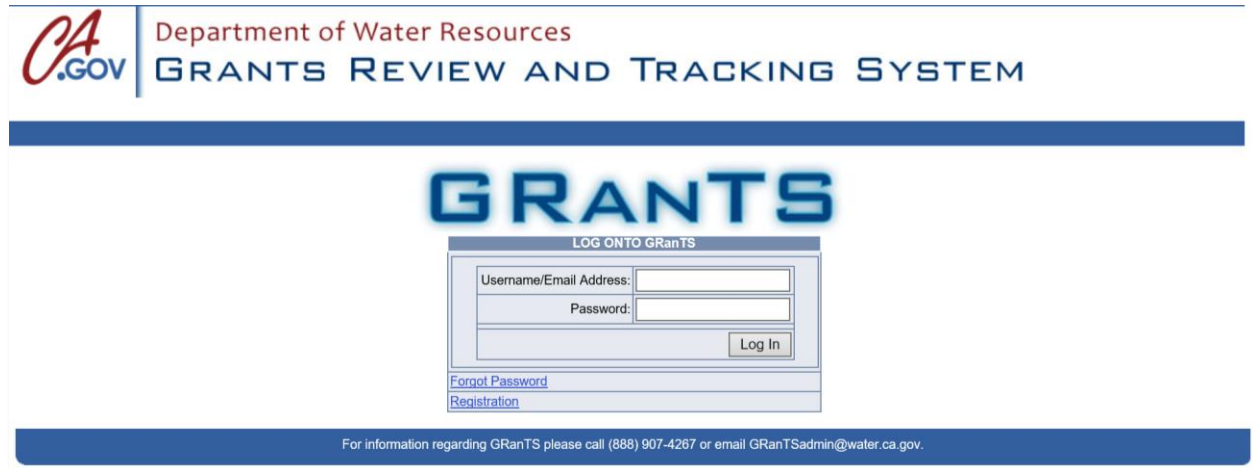
If the system reports that **Selected Email is already registered with GRANTS** when you click on the **Save** button, then an account with that username has already been created in GRANTS. Log in with that email. If you need assistance logging in, please or Call (888) 907- 4267 or email [GRanTSAdmin@water.ca.gov](mailto:GRanTSAdmin@water.ca.gov).

A screenshot of a web form titled "User Profile" in a blue header bar. Below the title are three tabs: "Contact", "Organization", and "Account". The "Account" tab is selected. The form contains several input fields: "Username/Email:" with the value "jacobingle25@yahoo.com", "Password:", "Confirm Password:", "Security Question 1:" with a dropdown menu showing "In what city or town was your first job?", "Answer:" with the value "Sacramento", "Security Question 2:" with a dropdown menu showing "What was the name of your high school?", and "Answer:" with the value "San Juan". At the bottom of the form are "Save" and "Cancel" buttons. A red rectangular box highlights the error message "Selected Email is already registered with GRANTS." at the bottom of the form.

*Page intentionally left blank.*

### III. GRANTS Home Screen

Enter your e-mail and password to log in to GRANTS.



CA.GOV Department of Water Resources  
GRANTS REVIEW AND TRACKING SYSTEM

# GRANTS

**LOG ONTO GRANTS**

Username/Email Address:

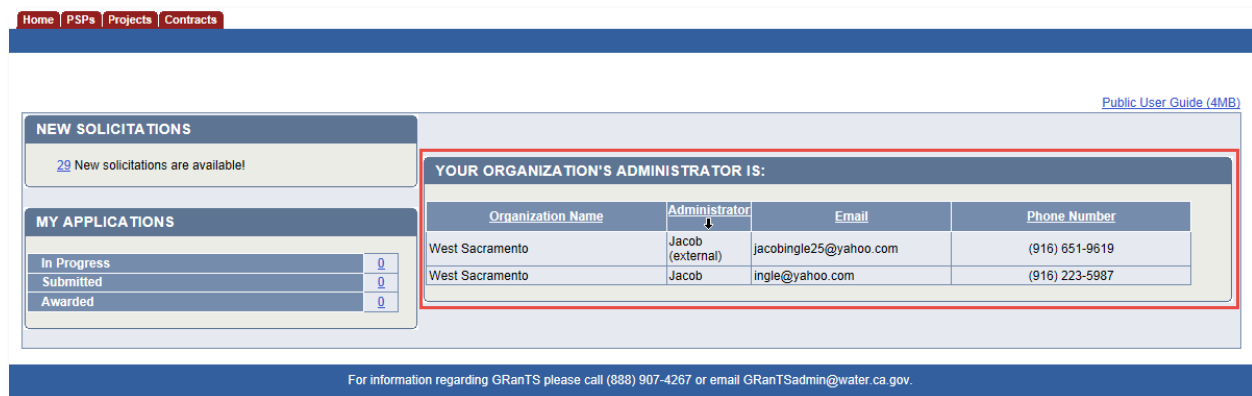
Password:

[Forgot Password](#)

[Registration](#)

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

You will be brought to your **Home** page. This page displays the number of new proposal solicitation packages (PSPs), your organization administrator's contact details, and the status of your applications.



Home PSPs Projects Contracts

[Public User Guide \(4MB\)](#)

**NEW SOLICITATIONS**

29 New solicitations are available!

**MY APPLICATIONS**

In Progress	0
Submitted	0
Awarded	0

**YOUR ORGANIZATION'S ADMINISTRATOR IS:**

Organization Name	Administrator	Email	Phone Number
West Sacramento	Jacob (external)	jacobingle25@yahoo.com	(916) 651-9619
West Sacramento	Jacob	ingle@yahoo.com	(916) 223-5987

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.



To view projects, contracts, and proposals that belong to an organization, send an email or call the organization's administrator to ask for access.

## IV. My Profile

To edit your personal profile, click **My Profile** under the **Home** tab.



The **My Profile** screen will be displayed.

To edit or delete a phone number, click on the **Pencil** or **Trash** icon on the far-right side of the screen. To add an additional phone number, click on the **Add New** hyperlink.

 A screenshot of the 'My Profile' screen. At the top, a navigation bar includes 'Home', 'PSPs', 'Projects', 'Contracts', and 'Organization Admin'. Below this, the 'My Profile' title is followed by three tabs: 'Contact', 'Organization', and 'Account'. The 'Contact' tab is selected. Under 'CONTACT DATA', there are input fields for 'First Name' (containing 'First'), 'Middle Name' (empty), and 'Last Name' (containing 'Last'). 'Save' and 'Cancel' buttons are at the bottom. Below this is the 'PHONE NUMBERS' section, which contains a table with columns: 'Phone Type', 'Area Code', 'Phone No', 'Extension No', and an action column. The table has one row with 'Office', '916', '6517038', and an empty extension field. The action column contains a pencil icon and a trash icon, both highlighted with red boxes. An 'Add New' link is at the top right of the table. A footer bar contains contact information: 'For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.'

To become a member of another organization, navigate to the **Organization** workbook tab.

 A screenshot of the 'My Profile' screen, similar to the previous one but with the 'Organization' tab selected. The 'CONTACT DATA' section remains the same. In the 'PHONE NUMBERS' section, the table structure is identical, but the action column now contains a pencil icon and a trash icon, both highlighted with red boxes. The 'Add New' link is still present at the top right of the table. The footer bar with contact information is also present.

After clicking on **Organization**, select the name of the organization you would like to join from the dropdown menu, select a division, and click on the **Save** button.

Home PSPs Projects Contracts **Organization Admin**

### My Profile

Contact Organization **Account**

**ORGANIZATION DATA**

Organization:	West Sacramento	* <a href="#">Add New</a>	Division/Address List:	Division 1 : 383838, Sacramento	* <a href="#">Add New</a>
Address1:	383838	*	Address2:		
City:	Sacramento	*	State:	California	*
Zip:	93939	*			
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

This will update your organization and division. If you cannot find the organization or division, see the [Add New Organization](#) or [Add New Division](#) sections of this guide.

If you want to add a second organization to your profile without removing yourself from the organization you were initially a member of, please contact the organization administrator or GRanTS Admin at (888) 907-4267 or [GRanTSadmin@water.ca.gov](mailto:GRanTSadmin@water.ca.gov).

To edit your account information, including your password, select the **Account** workbook tab. Click on the **Save** button when you have finished making changes.

CA.GOV Department of Water Resources Welcome: gethcabading@gmail.com [Logout](#)

Home PSPs Projects Contracts **Organization Admin**

### My Profile

Contact Organization **Account**

**ACCOUNT DATA**

Username/Email:	gethcabading@gmail.com *				
New Password:					
Confirm New Password:					
Security Question 1:	What is your mother's maiden name?	▼	Answer:	first last	*
Security Question 2:	What is your spouse's mother's maiden name?	▼	Answer:	first last	*
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

## V. Forgotten Password

---

You have only **5** attempts to enter your password. If you enter a wrong password, “Your login attempt was not successful. Please try again” message will appear as shown below.



The screenshot shows the GRANTS login interface. At the top is the word "GRANTS" in large blue letters. Below it is a header "LOG ONTO GRanTS". The login form contains two input fields: "User Name:" with the value "jacobingle25@yahoo.c" and "Password:" which is empty. A red-bordered box highlights the message "Your login attempt was not successful. Please try again." Below the form is a "Log In" button. At the bottom are two links: "Forgot Password" and "Registration".

If you are unable to correctly enter the password in five attempts, you will be locked out of the account for security purposes. Contact the organization administrator, or the GRANTS Admin at (888) 907-4267 or [GRANTAdmin@water.ca.gov](mailto:GRANTAdmin@water.ca.gov) to unlock your account and reset the password.



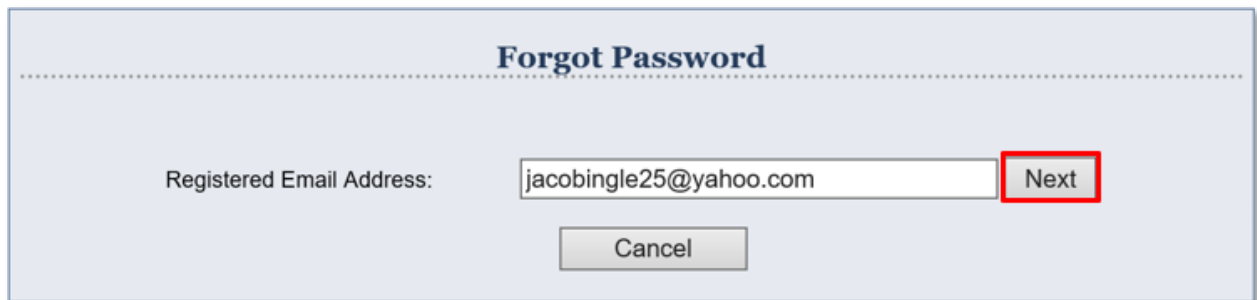
The screenshot shows the GRANTS login interface. At the top is the word "GRANTS" in large blue letters. Below it is a header "LOG ONTO GRanTS". The login form contains two input fields: "User Name:" with the value "jacobingle25@yahoo.c" and "Password:" which is empty. A red-bordered box highlights the message "Your account is locked. Please contact the System Admin." Below the form is a "Log In" button. At the bottom are two links: "Forgot Password" and "Registration".

To reset a forgotten password, click on the **Forgot Password** link on the GRANTS log in page.



The image shows the GRANTS login page. At the top, the word "GRANTS" is displayed in large, blue, stylized letters. Below it is a box titled "LOG ONTO GRanTS". Inside this box are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a "Log In" button. Below the "LOG ONTO GRanTS" box, there are two links: "Forgot Password" and "Registration". The "Forgot Password" link is highlighted with a red rectangular box.

The **Forgot Password** page will be displayed. On the **Forgot Password** page, enter the registered email address of the public user whose account password is to be reset then click on the **Next** button.



The image shows the "Forgot Password" page. At the top, the title "Forgot Password" is centered. Below the title is a horizontal dashed line. Underneath, the text "Registered Email Address:" is followed by an input field containing the email address "jacobingle25@yahoo.com". To the right of the input field is a "Next" button, which is highlighted with a red rectangular box. Below the input field and the "Next" button is a "Cancel" button.

The two security questions defined during the user registration process and associated with the user account will be displayed.



The image shows the "Forgot Password" page, continuing from the previous step. The title "Forgot Password" is at the top, followed by a horizontal dashed line. Below the dashed line, the text "Registered Email Address:" is followed by an input field containing the email address "jacobingle25@yahoo.com". Below the input field is a box titled "Please answer the following security questions." which contains two questions, each with an input field: "What was your childhood nickname?" and "What was the name of your high school?". Below the security questions box are two buttons: "Submit" and "Cancel".

**Note:** You have only three attempts to reset your password. If you are unable to correctly answer the security questions in three attempts, you will be prevented from further attempts for security purposes. Contact the organization administrator or the GRANTS Admin at (888) 907-4267 or [GRanTSAdmin@water.ca.gov](mailto:GRanTSAdmin@water.ca.gov) to reset your password.

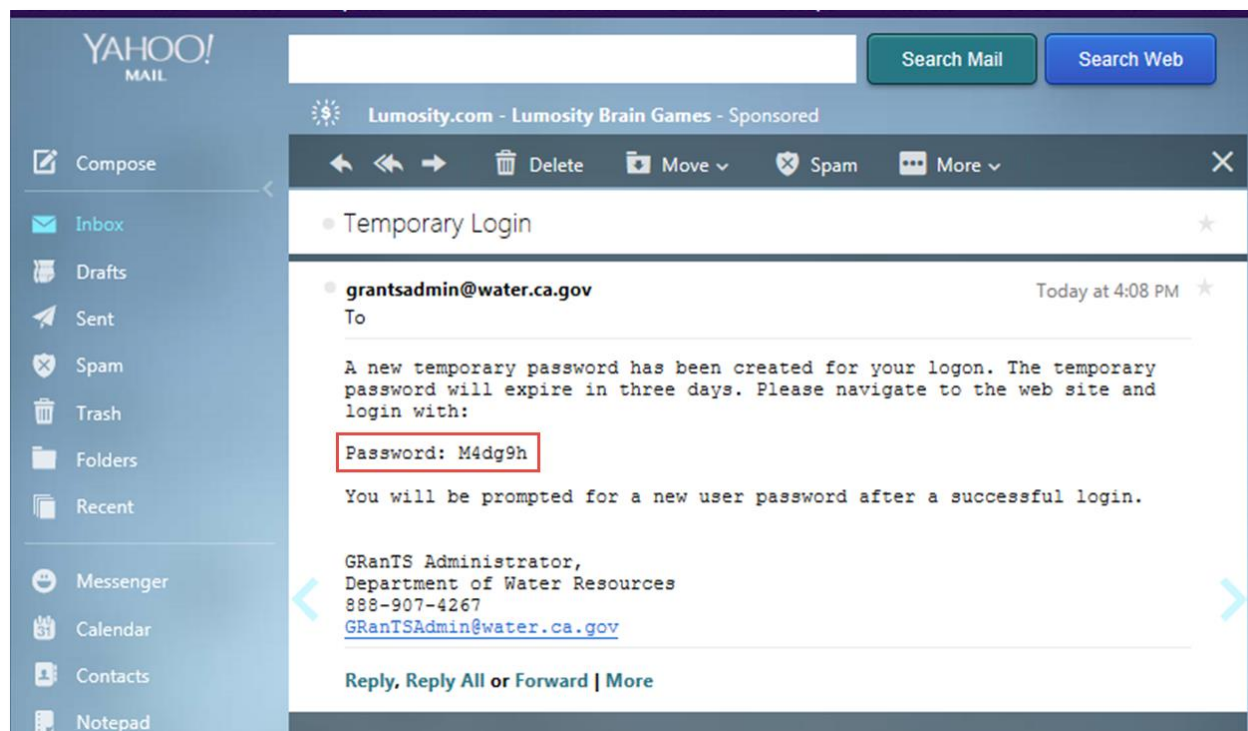
After providing the correct answers to both security questions, click on the **Submit** button.

The screenshot shows a web form titled "Forgot Password". At the top, there is a label "Registered Email Address:" followed by a text input field containing "jacobingle25@yahoo.com". Below this is a section titled "Please answer the following security questions." containing two questions: "What was your childhood nickname?" and "What was the name of your high school?". Each question has a corresponding text input field with masked characters (dots). A red box highlights both input fields. Below the questions, a red text message states "You have a maximum of 3 unsuccessful attempts". At the bottom of this section are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red box.

If you answered the security questions correctly you will then see a notification at the bottom of the screen that says, "A temporary password was sent to your email account."

The screenshot shows the same "Forgot Password" form, but now with a "Validate User ID" button to the right of the email input field. The security questions section is still present, but the input fields are empty. A red box highlights a message at the bottom of the form: "A temporary password was sent to your email account." Below this message are the "Submit" and "Cancel" buttons.

An email containing the temporary password and instructions on how to reset the account's password will be sent to your email address.



Log in again using the valid username and the new (temporary) password that was sent to your email account and the **Change Password** page will be displayed.

Change Password	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Use the **Change Password** page to reset the account password. After entering the needed information in the proper fields, click on the **Submit** button.

Change Password	
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

## VI. Organizations

### A. Searching for an Organization

It is important to search and find your organization if it has already been entered into GRANTS. There are several reasons your organization might already be entered including:

- Your organization had a previous contract with DWR.
- Someone else from a different division or location entered the organization.
- The naming convention differs from another entry, for example:
  - City of Sacramento
  - Sacramento, City of
  - Sacramento Dept. of Parks and Rec.

Please search thoroughly for your organization before clicking on the **Add New** hyperlink. Your organization is the primary entity that will contract with DWR. Each sub-department or division should select the higher organization from the drop-down menu and either select their division or add a new division to that organization.

To search for an organization:

1. Select an existing organization name from the **Organization** dropdown field. You can start typing the name of your organization in this field to narrow the list to show matching organization names.

The screenshot shows the 'User Profile' form with three tabs: 'Contact', 'Organization', and 'Account'. The 'Organization' tab is active. The form contains several fields: 'Organization:', 'Address1:', 'City:', 'Zip:', 'Division/Address List:', 'Address2:', and 'State:'. The 'Organization:' dropdown menu is open, showing a list of organizations starting with 'West'. The list includes: Biggs-West Gridley Water District, City of West Sacramento, Friends of Western Canal Water District, West Basin Municipal Water District, West Lake Resource Conservation District, West Sacramento, West Valley Water District, West Yost, Western Canal Water District, and Western Canal Water District. The 'Add New' link is visible next to the dropdown. The 'State:' dropdown is set to 'California'. The 'Next' and 'Cancel' buttons are at the bottom. A footer note says: 'GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.'

2. Select a division from the **Division/Address List** dropdown field.

The screenshot shows the 'User Profile' form with the 'Organization' tab selected. The 'Organization' field is set to 'West Sacramento'. The 'Division/Address List' dropdown menu is open, displaying a list of divisions. The 'Address1', 'City', and 'Zip' fields are empty. The 'Next' and 'Cancel' buttons are at the bottom.

Field	Value
Organization:	West Sacramento
Address1:	
City:	
Zip:	
Division/Address List:	Search for Branch...
Address2:	
State:	

Buttons: Next, Cancel

3. Values for the **Address, City, State,** and **Zip** fields for the selected organization and division will be auto-populated by the system once a division has been selected from the dropdown menu.

The screenshot shows the 'User Profile' form with the 'Organization' tab selected. The 'Organization' field is set to 'West Sacramento'. The 'Division/Address List' dropdown menu is open, displaying a list of divisions. The 'Address1', 'City', and 'Zip' fields are auto-populated with values. The 'Next' and 'Cancel' buttons are at the bottom.

Field	Value
Organization:	West Sacramento
Address1:	383838
City:	Sacramento
Zip:	93939
Division/Address List:	Division 1 : 383838,Sacramento
Address2:	
State:	California

Buttons: Next, Cancel

## B. Creating a New Organization

To enter a new organization name (one that does not exist in GRANTS) follow these steps:

Click the **Add New** hyperlink next to the **Organization** dropdown menu.

The screenshot shows the 'User Profile' form with the 'Organization' tab selected. The form contains several input fields and dropdown menus. The 'Organization' dropdown menu is highlighted with a red box, and the 'Add New' link next to it is also highlighted. Below the form, there are 'Next' and 'Cancel' buttons.

User Profile			
<div> <div>Contact</div> <div>Organization</div> <div>Account</div> </div>			
Organization:	Search for Organization...	<a href="#">Add New</a>	Division/Address List: Search for Division... <a href="#">Add New</a>
Address1:			Address2:
City:			State: California
Zip:			
<div>Next</div> <div>Cancel</div>			

Enter the Organization name, Division name, Address, City, State, Zip code, and Tax ID (not required). Click on the **Save** button to save the information you entered. You will then be returned to the **Organization** screen.

The screenshot shows the 'Add New Organization' form. The form contains several input fields and dropdown menus. The 'Save' button is highlighted with a red box. Below the form, there are 'Save' and 'Cancel' buttons.

Add New Organization			
Organization:	New Organization	Division:	Division A
Address1:	123 A Street	Address2:	
City:	Sacramento	State:	California
Zip:	95781	Tax ID:	555555555
<div>Save</div> <div>Cancel</div>			

## C. Adding a new Division

After searching for and finding your organization, select the drop-down arrow to choose your division and/or address location. If an entry in the **Division/Address** field is not found, it is necessary to add a new one. To create a new division, click on the **Add New** hyperlink.

The screenshot shows the 'User Profile' form with tabs for 'Contact', 'Organization', and 'Account'. The 'Organization' tab is active. The form contains fields for 'Organization:', 'Address1:', 'City:', and 'Zip:'. The 'Organization:' field has a dropdown menu set to 'New Organization' and an 'Add New' link. The 'Division/Address List:' field has a dropdown menu set to 'Search for Branch...' and an 'Add New' link. The 'State:' field is set to 'California'. The 'Next' and 'Cancel' buttons are at the bottom.

Enter the new division name (e.g. Division B), address, city, state and zip code on the **Add New Division** page. Click on the **Save** button.

The screenshot shows the 'Add New Division' form. It contains fields for 'Organization Name:' (New Organization CA), 'Address1:' (123 B Street), 'City:' (Sacramento), 'Zip:' (95814), 'Division Name:' (Division B), and 'State:' (California). The 'Save' button is highlighted with a red box.

A confirmation screen will appear once the information has successfully saved. Click on the **OK** button and you will be returned to the **Organization** screen.

The screenshot shows the 'Add New Division' form with a confirmation message: 'Division B has been successfully added to New Organization CA.' The 'OK' button is highlighted with a red box.

Now you will be able to find both your organization and your division in their respective dropdown menus. After you have selected both your organization and your division, click on the **Next** button to continue to the **Account** tab.

User Profile

Contact

Organization

Account

Organization:	New Organization CA	<a href="#">Add New</a>	Division/Address List:	Division B : 123 B Street,Sacramento	<a href="#">Add New</a>
Address1:	123 B Street		Address2:		
City:	Sacramento		State:	California	
Zip:	95814				

Next

Cancel

## VII. Organization Administrator

The GRANTS **Home** page for an organization administrator includes an additional tab for **Organization Admin**:



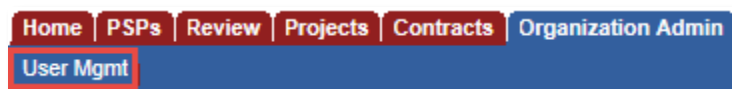
In addition to the functions that a general user can perform, the organization administrator can also:

- Change your organization's name or tax ID information.
- Add or remove users from your organization.
- Change permissions for authorized users of your organization.
- Unlock GRANTS account.

The procedure and steps associated with each operation of organization administration are discussed in the following section.

### A. Changing your Organization's name or Tax ID

Click on the **User Mgmt** submodule under the **Organization Admin** tab.



The **Organization Admin** page is displayed. Select an organization from the **Select Organization** dropdown menu.

**Organization Admin**

Select Organization: Please Select

Organization Name:

Tax ID:

Save Edit Cancel

**Users**

[Add New](#)

Details about the selected organization can be changed by selecting **Edit**. The entries in the **Organization Name** and **Tax ID** fields can be corrected from this screen. After you have finished editing your organization click the **Save** button to apply the changes.

**Organization Admin**

---

Select Organization	West Sacramento
Organization Name:	West Sacramento *
Tax ID:	565000001
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

**Users**

---

[Add New](#)

User ID	Action
<a href="#">jacob@yahoo.com</a>	
<a href="#">ingle@yahoo.com</a>	
<a href="#">test25@yahoo.com</a>	
<a href="#">jacobingle25@yahoo.com</a>	
<a href="#">johnpublic@yahoo.com</a>	

1 of 2 Pages >>

## B. Add or Remove Users from your Organization

Click on the **Organization Admin** tab on the **Home** page. On the **Organization Admin** page, select an organization from the **Select Organization** dropdown menu.

**Organization Admin**

---

Select Organization	Please Select
Organization Name:	Please Select *
Tax ID:	Gethro's Company
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

**Users**

---

[Add New](#)

Once an organization is selected, a list of registered users with that organization will be displayed. To remove a user from your organization, click on the trash can icon to the right of their email address.

**Organization Admin**

Select Organization: West Sacramento






Organization Name: West Sacramento

Tax ID: 565000001

Save Edit Cancel

**Users**

[Add New](#)

User ID	Action
<a href="#">jacob@yahoo.com</a>	
<a href="#">ingle@yahoo.com</a>	
<a href="#">test25@yahoo.com</a>	
<a href="#">jacobingle25@yahoo.com</a>	
<a href="#">johnpublic@yahoo.com</a>	

1 1 of 2 Pages >>

To add a new user to your organization, click on the **Add New** hyperlink.

**Organization Admin**

Select Organization: West Sacramento






Organization Name: West Sacramento

Tax ID: 565000001

Save Edit Cancel

**Users**

[Add New](#)

User ID	Action
<a href="#">jacob@yahoo.com</a>	
<a href="#">ingle@yahoo.com</a>	
<a href="#">test25@yahoo.com</a>	
<a href="#">jacobingle25@yahoo.com</a>	
<a href="#">johnpublic@yahoo.com</a>	

1 1 of 2 Pages >>

The **Add/Modify User** screen will be displayed. Type the email address of the registered user you want to add to your organization in the **User ID** box. Only users that have registered in GRANTS can be added to your organization. Click on the **Save** button to save the information you have entered.

Add/Modify User	
User ID	<input type="text"/>
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input type="checkbox"/>
Authorized User	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

If you wish to give the user access to your organization's proposals, see section: [Authorize Permissions for Public Users of your Organization](#). Without additional permission, they will only see when PSPs become available and your contact information.

### C. Authorize Permissions for Users of your Organization

Click on the hyperlinked email of a registered user on the **Organization Admin** page.

Organization Admin	
Select Organization	West Sacramento
Organization Name:	West Sacramento *
Tax ID:	565487985 *
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	
Users	
<a href="#">Add New</a>	
User ID	Action
<a href="#">ingle@yahoo.com</a>	
<a href="#">johnpublic@yahoo.com</a>	

On the **Add/Modify User** page, the organization administrator can grant and revoke permissions for different users within their organization. Check the **Authorized User** checkbox to grant the selected public user access to your proposals. Check the **Authorized User** and **Organization Admin** checkboxes to grant the selected public user access to the Organization Admin tools as well as the proposals, contracts, and projects.

Add/Modify User	
User ID	ingle@yahoo.com
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input checked="" type="checkbox"/>
Authorized User	<input checked="" type="checkbox"/>
<div>Save Cancel</div>	

If a user has forgotten their password and tried to log in more than 5 times, the lock/unlock box will be checked. Uncheck the box to allow the user access to the system again.



Take caution to not check the **LOCK** box for a public user. The lock-out function will disable the user's access to the entire GRANTS system. If you intend to remove a user from your organization, you can uncheck the **Authorized User** box or delete the public user from your organization.

## VIII. Preparing Proposal Solicitation Packages

Proposal solicitation packages (PSPs) can be released to the public through the GRANTS. PSPs can also be called RFPs (requests for proposals). The online application process enables DWR to capture electronic proposal data and review these proposals online.

On the **PSPs** tab, the following three submenus will be visible:

- All PSPs.
- My Proposals.
- My Communications.



If you click on the **All PSPs** submodule, you will be brought to a page that lists the active and archived PSPs.

Program Name	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	Look for this PSP	05/02/2014	6/18/2015 11:30 PM	<a href="#">Start Proposal</a>	No Attachments
Test-Suresh -2	TestJUN520	05/20/2015	6/27/2015 11:30 PM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>
2014 Test	Jon Nguyen Test2	05/08/2015	7/31/2015 9:30 AM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>
Delta Water Quality Program	Jon Nguyen	05/07/2015	7/31/2015 11:30 PM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>
Jacob's Chrome Test Program	Jacob's Chrome Test PSP	07/28/2014	5/6/2016 11:30 PM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>

1 of 6 Pages >>

**Archived PSPs**

Archived PSP Name:  Select Fiscal Year:  Select the Year:  Search:

Click on the **Start Proposal** hyperlink on this page to begin a proposal.

Program Name	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	Look for this PSP	05/02/2014	6/18/2015 11:30 PM	<a href="#">Start Proposal</a>	No Attachments
Test-Suresh -2	TestJUN520	05/20/2015	6/27/2015 11:30 PM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>
2014 Test	Jon Nguyen Test2	05/08/2015	7/31/2015 9:30 AM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>
Delta Water Quality Program	Jon Nguyen	05/07/2015	7/31/2015 11:30 PM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>
Jacob's Chrome Test Program	Jacob's Chrome Test PSP	07/28/2014	5/6/2016 11:30 PM	<a href="#">Start Proposal</a>	<a href="#">Attachments</a>

1 of 6 Pages >>

**Archived PSPs**

Archived PSP Name:  Select Fiscal Year:  Select the Year:  Search:

## A. Starting a Proposal

The California Department of Water Resources has many programs that administer proposal solicitation packages. To find specific information about the questions in the PSP, navigate to the [Grants and Loans](#) webpage and look for the program link. An explanation about the application process can be found in program guidelines and the proposal solicitation package found on their websites.

The proposal form will look like this:

Applicant Info
Projects
Section 1
Full View

### Applicant Information

APPLICANT INFORMATION	
Organization Name	Please Select *
Point Of Contact*	<input type="radio"/> Existing Registered Users <input type="radio"/> Add New User
Point Of Contact Position Title	<input type="text"/> <span>* Maximum Character Limit: 50</span>
Proposal Name	<input type="text"/> <span>* Maximum Character Limit: 150</span>
Proposal Objective	<input type="text"/> <span>* Maximum Character Limit: 2000</span>

### BUDGET

Other Contribution	<input type="text"/>
Local Contribution	<input type="text"/>
Federal Contribution	<input type="text"/>
Inkind Contribution	<input type="text"/>
Amount Requested	<input type="text"/> *
Total Proposal Cost	<input type="text"/> *

### GEOGRAPHIC INFORMATION

Latitude *	DD(+/-) <input type="text"/> MM <input type="text"/> SS <input type="text"/>
Longitude *	DD(+/-) <input type="text"/> MM <input type="text"/> SS <input type="text"/>
Longitude/Latitude Clarification	<input type="text"/> <span>Maximum Character Limit: 250</span>
Location	<input type="text"/> <span>Maximum Character Limit: 100</span>
County	Alameda Alpine Amador Butte
Ground Water Basin <a href="#">Help</a>	Acton Valley Adobe Lake Valley Alexander Valley-Alexander Alexander Valley-Cloverdale
Hydrologic Region <a href="#">Help</a>	Central Coast Colorado River North Coast North Lahontan
Watershed <a href="#">Help</a>	<input type="text"/> <span>Maximum Character Limit: 250</span>

### LEGISLATIVE INFORMATION

Assembly District <a href="#">Help</a>	10th Assembly District 11th Assembly District 12th Assembly District 13th Assembly District
Senate District <a href="#">Help</a>	10th Senate District 11th Senate District 12th Senate District 13th Senate District
US Congressional District <a href="#">Help</a>	District 1 (CA) District 10 (CA) District 11 (CA) District 12 (CA)

Save
Back
Submit



Click on the **Save** button after entering information on each page before continuing. Click on the other sections to navigate to them and enter details.



If you receive a message on the Applicant Information page noting that you are not authorized to create a proposal, double check that your account has been authorized by your organization administrator. Instructions for these steps can be found in the Authorize a User section of this guide.

## B. Uploading Proposal Attachments

The following instructions will help you upload attachments to a proposal in GRANTS. After the **required** fields in the Applicant Info tab are filled out, you can navigate to the other tabs in the proposal. Every PSP will have different questions, so the tabs will not always look the same. To upload an attachment for this sample proposal, click on the Application Attachments tab.

Applicant Info Projects Eligibility Questions **Application Attachments** Full View

**Applicant Information**

**APPLICANT INFORMATION**

Organization Name: West Sacramento \*

Tax ID: 565487985

Point Of Contact\*: ☒ Existing Registered Users ☐ Add New User  
Jacob(external) Ingle \*

Division/Address List: Division 3

Address1: 344334 Address2:

City: Sacramento State: CA

Zip: 33434

First Name: Jacob(external) Last Name: Ingle

Email: jacobingle25@yahoo.com Phone (Direct): (916) 6519619

Point Of Contact Position Title\*: POC

Proposal Name: Proposal 1 \* Maximum Character Limit: 150

Proposal Objective: test \* Maximum Character Limit: 2000

Click on the **Select** button to choose which file you wish to upload. To upload more than one file, click the **Add** button and another upload slot will appear. There is a maximum of 5 upload slots per question.

Applicant Info Projects **Application Attachments**

**Attachment 1**

Upload Attachment #1 here.

Maximum file size is 2 GB. File Name Limit: 125 Characters.

Last Uploaded Attachments :

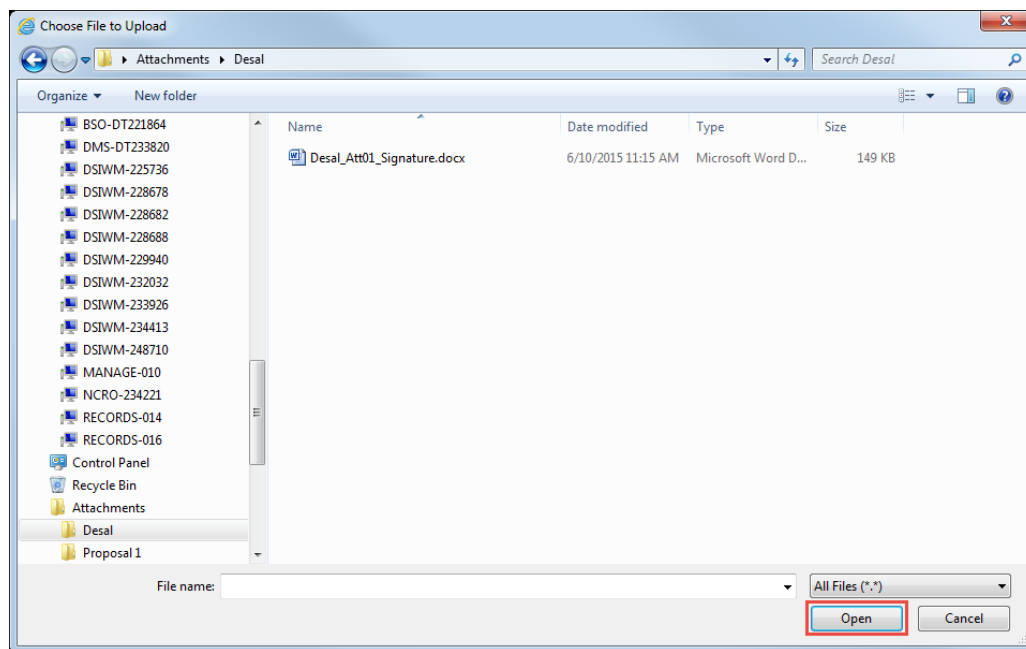
**Select** ✖ Remove

**Add**

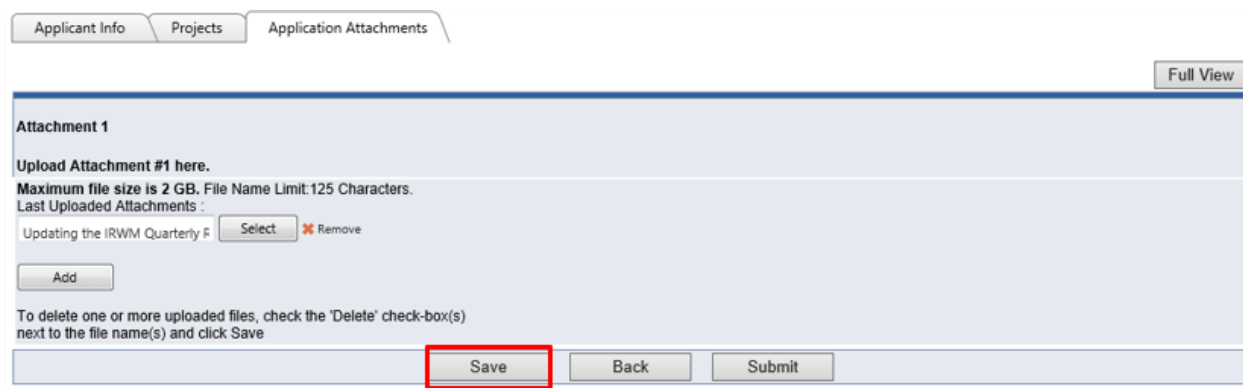
To delete one or more uploaded files, check the 'Delete' check-box(s) next to the file name(s) and click Save

Save Back Submit

Browse through your computer for the file you want to upload. Select the file (restricted to one file per upload slot) and click on the **Open** button.



Repeat the previous steps for all the attachments you wish to upload to the displayed page then scroll to the bottom of the page and click on the **Save** button.



Uploading large amounts of data online may take some time. Be sure to wait for confirmation before performing any other actions in GRANTS.

You can navigate to **My Proposals** under the **PSPs** tab and select the **Attachments** link to view all the attachments that you have uploaded for a given proposal.



<a href="#">Home</a>   <a href="#">PSPs</a>   <a href="#">Projects</a>   <a href="#">Contracts</a>   <a href="#">Organization Admin</a>								
<a href="#">All PSPs</a>   <a href="#">My Proposals</a>   <a href="#">My Communications</a>								
<b>My Proposals</b>								
Proposal Title	PSP Name	Organization Name	Due Date	Last Updated By	Last Updated On	Status	Attachments	Action
<a href="#">Desalination Proposal</a>	111 New PSP	Gethro's Company	07/27/2018	gethcabading@gmail.com	07/20/2018	Draft	No Attachments	<a href="#">Submit</a>
<a href="#">TEST</a>	111 New PSP	Gethro's Company	07/27/2018	gethcabading@gmail.com	06/29/2018	Draft	No Attachments	<a href="#">Submit</a>
<a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST Proposal</a> <a href="#">TEST TEST</a>	2018 Telerik Report Test PSP	Gethro's Company	02/22/2019	gethcabading@gmail.com	09/05/2018	Submitted	<a href="#">Attachments</a>	<a href="#">Submit</a>
<a href="#">asfd425</a>	Blank PSP	Gethro's Company	07/13/2018	gethcabading@gmail.com	06/29/2018	Draft	No Attachments	<a href="#">Submit</a>
<a href="#">TEST 2</a>	MR32_523_KSV_PSP	Gethro's Company	08/25/2018	gethcabading@gmail.com	06/29/2018	Draft	<a href="#">Attachments</a>	<a href="#">Submit</a>
<a href="#">asfadsfa</a>	Test Characters	Gethro's Company	05/28/2020	gethcabading@gmail.com	06/29/2018	Draft	No Attachments	<a href="#">Submit</a>
<a href="#">asfdasfas</a>	Text File Included	Gethro's Company	09/07/2018	gethcabading@gmail.com	06/29/2018	Draft	No Attachments	<a href="#">Submit</a>
<div> <a href="#">«</a> <a href="#">1</a> <a href="#">»</a> </div> <div> Page size: 10 </div> <div> 7 items in 1 pages </div>								

This shows you a full list of your proposal attachments from all sections of the application. If you have uploaded revisions several times, we recommend you open the attached files to ensure they are the correct version.

Download All Attachments

Attachments

Proposal Title:

File Name	File Desc	Author	Delete
<a href="#">Desal_Att01_Signature.docx</a>	Attachment 1	Jacob(external) Ingle	
<a href="#">3.docx</a>	Attachment 1	Jacob(external) Ingle	

Cancel

## C. Submitting Proposals

A proposal can be submitted any number of times until the deadline for the PSP. If you submit a proposal and later wish to make changes to the proposal, simply open the proposal, make the changes, and click on the **Submit** button again. Clicking the **Submit** button on one section submits all sections of the proposal.

The screenshot shows a web form titled "LEGISLATIVE INFORMATION". It contains three sections, each with a label, a help link, and a dropdown menu:

- Assembly District** [Help](#): Dropdown menu with options: 10th Assembly District (selected), 11th Assembly District, 12th Assembly District, 13th Assembly District. A red asterisk is to the right.
- Senate District** [Help](#): Dropdown menu with options: 10th Senate District, 11th Senate District, 12th Senate District (selected), 13th Senate District. A red asterisk is to the right.
- US Congressional District** [Help](#): Dropdown menu with options: District 1 (CA), District 10 (CA) (selected), District 11 (CA), District 12 (CA). A red asterisk is to the right.

At the bottom of the form are three buttons: "Save", "Back", and "Submit". The "Submit" button is highlighted with a red rectangular box.

Your proposals will be saved under the **My Proposals** submenu item under the **PSPs** tab.



## IX. Viewing Contracts

Click on the **Contracts** tab on the **Home** page.



The **My Contracts** page will be displayed showing all the contracts that you have been assigned to as a part of the contract team. Select **View All Contracts** and then click the **Filter** button. This will allow you to see all the contracts whose status is not 'Active'. You can also filter by program and year by using the dropdown menus at the top of the page.

**My Contract List** [Export Data](#)

Select Program: (All Programs) Select Fiscal Year: (All Years)

Select PSP: (All PSP) ☒ View All Contracts

**Filter**

[Add New](#)

Program Name	Fiscal Year	Contract Number	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
Test Program	1995	<a href="#">001100110011</a>	Test Contract Defect 328	Roseville Systems	\$100,000.00	\$1,000.00	04/12/2017	Active
Water-Energy Grant Program	1995	<a href="#">564478554564654</a>	wefdwew	Leiji Test1 Site	\$0.00	\$1,000.00	02/22/2018	Draft
Jons Program	1995	<a href="#">Contract Project Test</a>	Contract Project Test	JonsOrganization	\$0.00	\$0.00	12/21/2017	Active

Page size: 10 3 items in 1 pages

Click on the hyperlinked **Contract Number** to display the details of the contract.

There are a few sub-tabs called workbook in GRanTS. The **Contract Overview** workbook is the default view when you click on **Contract Number**.

The **Contract Overview** workbook will be displayed with the details of your contract with DWR. If you see any errors, or items that need to be changed, please contact your DWR contract manager.

Contract Overview Budget Amendment Project Contract Team Communication Attachment Invoice Return

**Contract Data**

Program Name: Test Program  
Contract Name: Test Contract Defect 328 (001100110011)

Contract Number:	001100110011	Contract Name:	Test Contract Defect 328
Program:	Test Program	Fiscal Year:	1995
PSP Name:	- Select PSP -	Organization Name:	Roseville Systems
Description:		Contract Status:	Active
DWR Contract Manager:	Lu, Albert	Organization Mgr:	Kishore, Apoorv kishoreapoorv@gmail.com
Start Date:	1/15/2002	End Date:	6/24/2004
Award Date:	- Select a date -	Award Amount:	\$1,000.00
Award Type:	Select Award Type ..	Award Category:	-Select Award category-
Contract Amount:	\$100,000.00		
Retention Percentage:	0 %	Retention Cap:	\$0.00
Current Retention:	\$0.00		

Save Cancel Amend

The **Contract Team** workbook allows you to see your team members and their roles, phone numbers, email addresses and effective dates and termination dates. Only members can access the contract information. External users can only review the contract team. DWR contract manager can add more internal or/and external users to the team.

Contract Overview	Budget	Amendment	Project	<b>Contract Team</b>	Communication	Attachment	Invoice	Return
-------------------	--------	-----------	---------	----------------------	---------------	------------	---------	--------

**Contact List**

Program Name: Test Program  
Contract Name: Test Contract Defect 328 (001100110011)

Contact Type Name	Contact Name	Phone	Email	Effective Date	Termination Date
DaytoDayContact	LeijlTestOne Liu	(916) 333-3333	leijl.grants@gmail.com	01/13/2017	
DWR Contract Manager	Albert Lu	(916) 555-1122	bususer2.bususer2@water.ca.gov	04/05/2013	
DWR Contract Manager	Jon Nguyen	(916) 651-7031	jon.nguyen@water.ca.gov	08/03/2016	08/03/2016
DWR Contract Team	Leijl Liu	(916) 651-9211	leijl.liu@water.ca.gov	01/13/2017	
OrganizationContractMgr	Apoorv Kishore	(916) 878-5955	kishoreapoov@gmail.com	04/05/2013	
OrganizationContractMgr	Linda Buchanan	(916) 651-9645	lindab2643@gmail.com	04/12/2017	04/12/2017

For information regarding GRanTS please call (888) 907-4267 or email GRanTSAdmin@water.ca.gov

The **Attachment** workbook allows you to upload your attachments, such as invoices, notes, or any files, to GRanTS.

Contract Overview	Budget	Amendment	Project	Contract Team	Communication	<b>Attachment</b>	Invoice	Return
-------------------	--------	-----------	---------	---------------	---------------	-------------------	---------	--------

**Contract Attachment List**

Program Name: Test Program  
Contract Name: Test Contract Defect 328 (001100110011)

Author:  File Name:

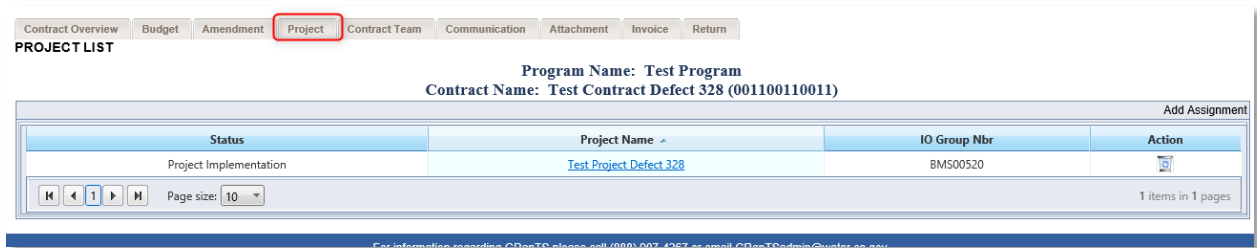
File Name	Description	Type	Author	Date of Upload	Last Modified By	Last Modified Date
No records to display.						

Page size: 10 0 items in 1 pages

Click on **Add New** and you will see ADD ATTACHMENT window. Click **Select** button and a popup window will ask you to select a file to upload, select one and **Save** it. If you have multiple files to upload, click **Add** button and follow the same process for each file.

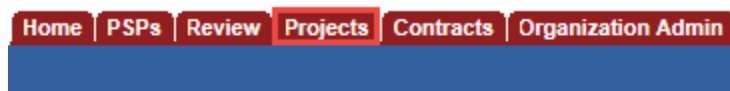
The screenshot illustrates the process of adding an attachment. On the left, the 'Contract Attachment List' interface shows the 'Add New' button highlighted with a red circle and the number 1. Below it, the 'ADD ATTACHMENT' window is shown with a red circle and the number 2 next to the 'Select' button. On the right, the 'Choose File to Upload' dialog box is open, showing a list of files on the desktop. A red circle and the number 3 highlight the 'Select' button in the dialog. A red circle and the number 4 highlight the 'Open' button. A red circle and the number 5 highlight the 'Save' button in the 'ADD ATTACHMENT' window.

The **Project** workbook will show the project(s) under the contract. Click on the hyperlinked **Project Name**, a new page will show the project details with another set of sub tabs (also called workbooks). See detail of project page in next chapter.



## X. Viewing Projects

Select the **Projects** tab on the **Home** page.



The **My Projects** page will be displayed. This page shows all of the that list you as a part of the project team member.

[Export Data](#)

Select Program:	(All Programs)	Select Approval Year:	(All Years)
Reportable:	- No Selection -	Select PSP:	(All PSP)
<input type="checkbox"/> View All Projects			
<input type="button" value="Filter"/>			

---

**My Projects** [Add New](#)

Project Name	Program Name	Primary Implementing Organization	BMS IO Group Code	Project Status	Project Cost	Start Date	Completion Date	Project Reference ID
<a href="#">Test Project Defect 328</a>	Test Program	Roseville Systems	BMS00520	Project Implementation	\$100,000.00	04/08/2013	04/30/2014	
<a href="#">Test123456789012345678</a>	Jons Program	Leiji Test1 Site	BMS01045	Not Started	\$0.00	01/01/0001	01/01/0001	

Page size: 10
 2 items in 1 pages

Click on the hyperlinked **Project Name** (or through the **Contracts** tab -> **Contract Number** -> **Project** workbook -> **Project Name**, mentioned in previous chapter).

In the **Project Overview** workbook you can see the details of your projects under contract with DWR. If you see any errors or items that need to be changed, please contact your DWR project manager.

[Project Overview](#)
[Location](#)
[Budget](#)
[Milestone](#)
[Task](#)
[Benefit](#)
[Project Team](#)
[Communication](#)
[Attachment](#)
[Checklist](#)
[Contract](#)
[Return](#)

**Project Data**

**Program Name: Test Program**  
**Project Name: Test Project Defect 328 (BMS00520)**

Project Name:	Test Project Defect 328	Program:	Test Program
PSP Name:	- Select PSP -		
Primary Implementing Organization:	Roseville Systems	Secondary Implementing Organization:	
Project Status:	Project Implementation <input checked="" type="checkbox"/> Reportable	I/O Group Code	BMS00520
Project Web Site:		Water Code Citation(URL):	
Approval Date:	4/5/2013	Start Date:	4/8/2013
Scope of Work:	Scope of work is the testing of the GRanIS application.	Project Objective:	
Initial		Final	
Project Cost:	\$100,000.00	Project Cost:	\$0.00
End Date:	- Select a date -	End Date:	4/30/2014
Description:		Description:	
Fund Type:	..Select Fund Type..	Project Reference ID:	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

The **Project Team** workbook shows you the project team members. Only project team members can access the project information. The DWR project manager can add more persons to the project team.

Project Overview Location Budget Milestone Task Benefit **Project Team** Communication Attachment Checklist Contract Return

**Contact List**

Program Name: Test Program  
Project Name: Test Project Defect 328 (BMS00520)

Contact Type Name ^	Contact Name	Phone	Email	Effective Date	Termination Date
DaytoDayContact	LeijiTestOne Liu	(916) 333-3333	leiji.grants@gmail.com	01/13/2017	
DWR Project Manager	Albert Lu	(916) 555-1122	bususert2.bususert2@water.ca.gov	04/05/2013	04/26/2013
DWR Project Team	Leiji Liu	(916) 651-9211	leiji.liu@water.ca.gov	01/13/2017	
DWR Project Team	John Mcphaul Jr	(916) 651-9708	john.mcpaul@water.ca.gov	08/22/2013	07/24/2013
OrganizationProjectMgr	Apoorv Kishore	(916) 878-5955	kishoreapoorv@gmail.com	04/30/2013	04/26/2013

Page size: 10 5 items in 1 pages

The Attachment workbook allows you to upload attachments to GRanTS like you do in **Contracts** tab.

Project Overview Location Budget Milestone Task Benefit Project Team Communication **Attachment** Checklist Contract Return

**Project Attachment List**

Program Name: Test Program  
Project Name: Test Project Defect 328 (BMS00520)

Author: - Select Author - File Name:

Filter

**Add New**

File Name	Description	Type	Author	Date of Upload	Last Modified By	Last Modified Date
Capture.PNG		TXT	Leiji Liu	7/26/2018 2:15:26 PM	Leiji Liu	7/26/2018 2:15:26 PM
Attach-test.docx	Test Program Attachment document	Word	Albert Lu	5/1/2014 2:39:50 PM	Albert Lu	5/1/2014 2:39:50 PM

Page size: 10 2 items in 1 pages

## XI. Communications and Attachments

In the Contract, Project, Invoice, and PSP modules you will find communications and attachments tools. These tools have been created as a place to store critical information and documents regarding the proposal, contract, project, or invoice with which the communication or attachment is associated. All communications and attachments are visible to DWR staff assigned to the project, contract, or proposal. There is an upload feature within the communications tool to provide for attachments as well. In the **PSPs** module, for example, click on the **My Communications** submenu tab and the **My Communications** page will be displayed.

Each entry on this page has the following details: Date, Proposal Name, Organization, Communications, Author, and Attachments. An **Add New** hyperlink is also displayed to add new communications to the **My Communications** page.

**My Communications**

Select Organization:  Select Proposal:

[Add New](#)

Date	Proposal Name	Organization	Communications	Author	Attachments
07/09/2014	Test Technical Proposal	Jacob's Organization	Zip file.	jacobingle25@yahoo.com	<a href="#">Attachments</a>
01/06/2015	Test Technical Proposal	Jacob's Organization	bgffhfhg	jacobingle25@yahoo.com	No Attachments
08/15/2014	Test Technical Proposal	Jacob's Organization	No attachment here.	jacobingle25@yahoo.com	No Attachments
08/20/2014	Test Technical Proposal	Jacob's Organization	Notes.	jacobingle25@yahoo.com	<a href="#">Attachments</a>
08/26/2014	Test Technical Proposal	Jacob's Organization	a.sldkfj	jacobingle25@yahoo.com	<a href="#">Attachments</a>
03/04/2015	Test Technical Proposal	Jacob's Organization	hhhhh	jacobingle25@yahoo.com	No Attachments
08/20/2014	Test Technical Proposal	Jacob's Organization	Spell check.	jacobingle25@yahoo.com	<a href="#">Attachments</a>
08/26/2014	Test Technical Proposal	Jacob's Organization	sgfhdfghsafgj	jacobingle25@yahoo.com	No Attachments
08/26/2014	Test Technical Proposal	Jacob's Organization	sgfhdfghsafgj	jacobingle25@yahoo.com	<a href="#">Attachments</a>

Clicking on the **Add New** hyperlink will bring you to the **New Communication** page.

**New Communication**

Select Organization:  \*

Select Proposal:  \*

Select Note Type:  \*

Communication Note:

Attachments:

No uploaded files